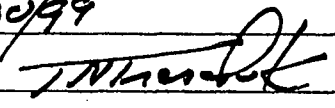
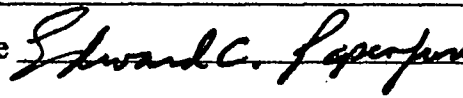


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-56
		Page 1 of 4
Agency CITY OF ROCKVILLE		Division/Unit DEPT. OF COMMUNITY SERVICES
Item No.	Description	Retention
1.	SUPERCEDE SCHEDULE M-44 CORRESPONDENCE AND SUBJECT FILES This series includes memoranda, information about various community agencies, departmental program information, press releases and brochures, grant contracts, office equipment leases, inventory sheets.	<u>ADMINISTRATION</u> RETAIN ALL PROGRAM AND BUDGET FILES FOR FIVE YEARS, THEN DESTROY. RETAIN ALL OTHER INFORMATION FOR TWO YEARS, THEN DESTROY.
2.	OUTSIDE AGENCY CONTRACT MANAGEMENT This series includes grant applications, agreements, correspondence, and reports.	RETAIN FILES IN OFFICE FOR FIVE YEARS, THEN DESTROY AS APPROPRIATE.
3.	HUMAN SERVICES ADVISORY COMMISSION This series includes correspondence, meeting agendas, minutes and materials, and similar materials from its predecessor, the Human Needs and Services Advisory Task Force.	RETAIN FILES IN OFFICE FOR FIVE YEARS, THEN DESTROY AS APPROPRIATE.
Approved by Department, Agency, Or Division Representative. Date <u>9/30/99</u> Signature <u></u> Type Name <u>T. N. Treschuk</u> Title <u>Director of Public Safety and Community Services</u>		Schedule Authorized by State Archivist. Date <u>OCT 19 1999</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-56
		Page 2 of 4
Item No.	Description	Retention
		<u>YOUTH, FAMILY, AND COMMUNITY SERVICES</u>
4.	CLIENT RECORDS (access restricted) These records may include intake reports, correspondence, notes made by the counselor.	RETAIN IN OFFICE FOR FIVE YEARS AFTER SERVICES TO THE INDIVIDUAL HAVE BEEN TERMINATED OR HAVE ENDED, THEN DESTROY BY SHREDDING (Article 83C,2-122, Annotated Code of Maryland).
5.	CORRESPONDENCE AND SUBJECT FILES This series may include correspondence, reports from other agencies, press releases, newspaper clippings, program planning information, and other activities coordinated by Youth Services.	RETAIN PROGRAM AND BUDGET FILES IN OFFICE FOR FIVE YEARS, THEN DESTROY. ALL OTHER FILES MAY BE RETAINED IN OFFICE FOR TWO YEARS, THEN DESTROY.
6.	INTAKE FILES This series includes notes regarding the status of potential clients.	RETAIN IN OFFICE FOR FIVE YEARS FROM THE DATE OF INITIAL DOCUMENT IN CASE FOLDER, THEN DESTROY BY SHREDDING.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-56
		Page 3 of 4
Item No.	Description	Retention
		<u>YOUTH, FAMILY, AND COMMUNITY SERVICES</u>
7.	STATISTICAL REPORTS This series includes monthly, quarterly, and annual reports detailing the number of cases and the distribution of services.	RETAIN IN OFFICE FOR FIVE YEARS AFTER FROM THE DATE OF FINAL DOCUMENT IN CASE FOLDER, THEN DESTROY.
8.	CLIENT FILES (access restricted) These records may include intake reports, correspondence, and notes made by the counselor.	RETAIN IN OFFICE FOR THREE YEARS AFTER SERVICES TO THE INDIVIDUAL HAVE ENDED, THEN DESTROY BY SHREDDING.
9.	CONTRACT FILES This series include contracts that the City has entered into with Montgomery County Public Schools and the Maryland State Department of Education, applications submitted by the City for participation in certain programs, vendor agreements, budget information, program description and evaluations, and reports on program participation.	RETAIN IN OFFICE UNTIL ALL ACONTRACTUAL OBLIGATIONS, FINAL PAYMENTS, AND AUDIT REQUIREMENTS ARE MET. THESE DOCUMENTS MAY BE RETAINED FOR THREE YEARS FOR BACKGROUND AND REFERENCE, DESTROY WHEN NO LONGER NEEDED.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-56
		Page 4 of 4
Item No.	Description	Retention
		<u>YOUTH, FAMILY, AND COMMUNITY SERVICES</u>
10.	CORRESPONDENCE AND SUBJECT FILES This series includes correspondence, information on division programs, including the VITA Program and the Holiday Drive Program.	RETAIN IN OFFICE FOR FIVE YEARS, THEN DESTROY.
11.	GRANT FILES This file includes proposals submitted by the city to Montgomery County Government. The Community Development Block Grant program and the Governor's Commission on Crime Control and Prevention Program, copies of completed applications, and letters of award and denial.	RETAIN AGREEMENT WITH CORRESPONDING APPLICATION FOR THREE YEARS AFTER ALL AUDITS HAVE BEEN COMPLETED AND/OR ALL CONTRACTUAL OBLIGATIONS AND FINAL PAYMENTS HAVE BEEN COMPLETED, THEN DESTROY. IF AN AUDIT IS REQUIRED, BUT HAS NOT BEEN PERFORMED, RETAIN FOR THREE YEARS AFTER THE FINAL DATE WHEN AN AUDIT MAY BE CONDUCTED, THEN DESTROY.
12.	RESOURCE FILES These records include resource and referral information.	RETAIN UNTIL SUPERCEDED, THEN DESTROY.